

**STATEWIDE
NATIONAL GUARD OF ARIZONA
HUMAN RESOURCE OFFICE
5636 E. McDowell Road, Bldg M5710, Phoenix, AZ 85008-3495
PHONE (602) 629-4800; DSN 853-4800
WEBSITE: <http://dema.az.gov/>**

**TITLE 5 EXCEPTED
VACANCY ANNOUNCEMENT**

ANNOUNCEMENT NUMBER: 18- 418T OPENING DATE: 23-Aug-18 CLOSING DATE: 17-Sep-18

POSITION TITLE, SERIES, GRADE, AND POSITION NUMBER:
Financial Services Technician, GS-0503-08, T51320000, MPCN: Multiple

KNOWN PROMOTION POTENTIAL: NONE

SALARY RANGE: **\$47,287-\$61,478 PA** **SUPERVISORY** ☐ **MANAGERIAL** ☐
NON-SUPERVISORY/NON-MANAGERIAL ☒

LOCATION OF POSITION:
United States Property & Fiscal Office (USPFO), PHOENIX, AZ

APPLICATIONS MUST BE MAILED OR HAND CARRIED TO: Human Resources Office, 5636 E. McDowell Road, Bldg M5710, Phoenix, AZ 85008-3495. Applications must be received by close of business (1530 MST) on the closing date shown above or if mailed, postmarked no later than the closing date. The Human Resources Office will not accept applications that are mailed at government expense, exceptions to hard-copy delivery may be considered on case-by-case basis. Please contact 602-629-4826/4834 for consideration. Faxed applications will not be accepted.

AREA OF CONSIDERATION: This is a National Guard Title 5 Excepted Service position and is **Open to AZNG T32, T5 employees, and AGR/DSG/M-DAY members** Individual selected will receive a Indefinite Appointment and may be converted to permanent based on availability of funds or position no longer being encumbered

INSTRUCTIONS FOR APPLYING: Individuals applying for vacancies with the Arizona National Guard may submit Optional Form 612 (Optional Application for Federal Employment), or a Resume. Application must contain the Announcement Number, Title and Grade(s) of the job being applied for. Personal information must include full name and address (including ZIP Code), Day and evening phone numbers (with area code). Work experience information should be limited to either paid or nonpaid experience directly related to the position that the individual is applying for and must include: Job Title, Duties and accomplishments, Employers name and address, Supervisors name and phone number, starting and ending dates, hours per week and salary.

Applicants MUST submit a completed AZNG Form 335-2-R (Knowledge, Skill and Ability Supplement) or a separate document explaining how they meet each Knowledge, Skill and Ability listed below and a Resume or the Optional Form 612.

VETERAN'S PREFERENCE:
In accordance with 5 CFR §335.106, Veteran's Preference will be considered for vacancies under merit promotion when an agency accepts applications from individuals outside its own workforce.

REQUIRED DOCUMENTATION:
Eligible veterans must claim their veterans' preference on their resume and during the application process for federal positions using the proper documentation. To receive the 5 point preference (TP) rating the individual must provide member copy 4 of their Certificate of Release or Discharge from Active Duty (DD 214) for verification. To receive the 10 point preference the Application for 10-Point Veterans Preference form (SF-15) must accompany application and additional documentation detailing characterization of service.

EVALUATION PROCESS: Each applicant must **FULLY SUBSTANTIATE** on their application how they meet the requirements listed in the specialized experience area; otherwise applicant will be considered unqualified for this position. Applications will be evaluated solely on information supplied in the application (OF 612) or resume. Experience will be evaluated based on relevance to the position for which application is being made. Include job titles, starting and ending

dates (month and year), hours per week, salary, duties/accomplishments, employer(s) name and address, and supervisor(s) name/phone number and permission to contact.

EDUCATION:

If you are relying on your education to meet qualification requirements:

Education must be accredited by an accrediting institution recognized by the U.S. Department of Education in order for it to be credited towards qualifications. Therefore, provide only the attendance and/or degrees from schools accredited by accrediting institutions recognized by the U.S. Department of Education.

Failure to provide all of the required information as stated in this vacancy announcement may result in an ineligible rating or may affect the overall rating.

CONDITIONS OF EMPLOYMENT:

- Participation in the Direct Deposit/Electronic Funds Transfer Program.
- Federal employment suitability as determined by a background investigator.
- May be required to successfully complete a probationary period.
- As a condition of continued employment in the GS-0503-08 position, dependent on the position's certification level and contingent on the employee's military rank, the employee must complete the position's higher financial management certification within 24 months of appointment to that position.

EQUAL OPPORTUNITY: The Arizona National Guard is an Equal Opportunity Employer. Selection for this position will be made without regard to race, religion, age, national origin, sex, political affiliation, marital status, membership or nonmembership in an employee organization or any other non-merit factor.

REASONABLE ACCOMMODATION POLICY:

Federal agencies must provide reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application process should follow the instructions in the job opportunity announcement. For any part of the remaining hiring process, applicants should contact the hiring agency directly. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

A reasonable accommodation is any change to a job, the work environment, or the way things are usually done that enables an individual with a disability to apply for a job, perform job duties or receive equal access to job benefits.

Under the Rehabilitation Act of 1973, federal agencies must provide reasonable accommodations when:

An applicant with a disability needs an accommodation to have an equal opportunity to apply for a job.

An employee with a disability needs an accommodation to perform the essential job duties or to gain access to the workplace.

An employee with a disability needs an accommodation to receive equal access to benefits, such as details, training, and office-sponsored events.

You can request a reasonable accommodation at any time during the application or hiring process or while on the job. Requests are considered on a case-by-case basis.

Learn more about disability employment and reasonable accommodations or how to contact an agency.

Relocation Incentive may be offered:	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
PCS may be offered:	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>

NOTES:

- Employees must obtain the appropriate Financial Management Certification levels for their positions within 24 months after initial assignment; and, employees must maintain the positions' continuous training and education studies, as identified for each certification level, during the defined 24 month period.
 - May occasionally be required to work other than normal duty hours; compensatory time may be required
 - This position requires travel to obtain training. The employee will be required to work compensatory time as in times of heavy workload, i.e. end of the fiscal year.
-

- Occasional travel - You may be expected to travel for this position.
- Must have a high school diploma or general education development (GED) diploma.
- A qualified applicant must understand the basic principles and concepts of the National Guard financial business program requirements.
- The applicant must have private or public finance program experiences, along with competencies, that provided knowledge of financial principles and procedures.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED FOR SUCCESSFUL PERFORMANCE IN THIS POSITION:

Each applicant should fully justify on their application how they meet each KSA listed below using AZNG Form 335-2-R to reference the justification.

1. Ability to perform broad-in-depth financial analysis of inter-related accounting, logistics and computer file systems concerning pay, accounts payable, and various travel entitlements, using multiple procedures, processes and techniques to evaluate alternatives and arrive at decisions, conclusions and recommendations.
2. Ability to analyze particular facts of financial transaction problems/issues, verify and evaluate data; obtain additional information to reconcile discrepancies or inconsistencies; and apply pertinent fiscal laws, regulations, precedent decisions, and procedures to determine appropriate action for resolution.
3. Ability to interpret data to identify problems, determine nature of the problem or issue, decide approaches to use to resolve issues, and recommend solutions for systemic changes to enhance operations.
4. Ability to respond to request for assistance/information from multiple sources, to include soldiers, civilian employees, family members, unit supervisory personnel, Inspectors General (IG), Investigating Officers (IO), state and federal political members, and vendors.
5. Knowledge of fact finding, investigative and problem solving techniques involving reconciliations of discrepancies (Electronic Funds Transfer rejects, pay/personnel/travel mismatches and pay timeliness) that identify, analyze and recommend solutions regarding financial services, multiple entitlements, and payments to personnel in various duty statuses and commercial vendors which may include computation of interest due.
6. Knowledge of related financial regulations and rulings covering diverse types of transactions to function as a technical authority to resolve an extensive range of issues or problems. Skill in researching, interpreting, analyzing, and applying regulations, policies, procedures and legal decisions and issuances regarding the full range of financial and commercial services provided, including public law; fiscal law; DoD, DA, FORSCOM, NGB, and DFAS regulations; Standing Operating Procedures; and Comptroller General Decisions.

SPECIALIZED EXPERIENCE: Must have 3 months experience, education or training of basic finance program training or competencies that provided knowledge of financial principles and procedures. A qualified applicant must understand the basic principles and concepts of the National Guard financial business program requirements. The applicant must have private or public finance program experiences, along with competencies, that provided knowledge of financial principles and procedures. An applicant must have experiences and training that demonstrate the abilities to follow directions, to read, retain, and understand a variety of instructions, regulations, policies and procedures. The applicant must have the specialized experiences in providing analysis, validation, processing and correction of financial transactions. Experienced in the identification of issues/problems involving the full range of financial services.

BRIEF JOB DESCRIPTION: This position is located in the US Property and Fiscal Office (USP&FO) Phoenix, Arizona. The purpose of this position is to provide analysis, validation, processing and correction of financial transactions and issues/problems involving the full range of financial services. Incumbent uses complete understanding of inter-related systems and processes across multiple functional areas and their interoperability to ensure the validity and accuracy of all disbursements, collections, and adjustments related to financial records.

SELECTING OFFICIAL: 1SG Tiffany Fisher
